

## Annual General Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

**Monday 4 June 2018 at 19.30**

**Present:** Cllrs W Andrews (Chair), H Bennett, S Cattell, A Ferguson, G Hough, R Taylor, D Wakelin.

**In attendance:** Cllr Mrs Andrews (NFDC), P Osborne (Clerk), 1 public.

### 1. Apologies for Absence

None.

### 2. Public Participation Period

Query for Cllr Heron (not present) about dates for signage and traffic survey on Mill Lane. However, Cllr Taylor had already made this request – see Item 9.

### 3. Declarations of Interests

Cllr Ferguson declared a Personal Interest in Item 10, Application 18/00354.

### 4. To confirm the Minutes of the Annual General Meeting held on 7 May 2018

These had been previously published and were agreed and signed.

### 5. Matters Arising

- Parish Representatives [Item 4]: Agreed to include Facebook together with Website, Notices and Minstead Mail under *Communications*. **Closed**
- Flooding on roads (junction by Shave Wood; London Minstead). [Item 12 and Item 19]: Pipe at London Minstead has been jetted and cleared but no progress at junction by Shave Wood. Bournemouth Water has acknowledged that problem outside Home Farm is from mains water so should deal with it. Clerk to report ongoing problems to Highways Manager Richard Bastow. **Ongoing**
- Trees leaning out from hedge on Lyndhurst Road [Item 19]: one tree needs attention but not urgently. Clerk to contact Highways. **Closed.**
- Animal drinking trough outside Village Shop [Item 19]: Cllr Cattell showed pictures of troughs of varied designs, sizes and materials. Cllr Hough to obtain quotes from local stonemasons and councillors to bring details of samples to next meeting. **Ongoing**

### 6. Items Ongoing

- Community Emergency Plan: From speaking with the organiser of emergency help given in February to motorists stuck in the snow at Copythorne, it is clear that police cooperation and communication are key factors in an emergency. Cllr Mrs Andrews will speak to James Knight (NFDC) about Communication. **Ongoing**

### 7. Reports from County and/or District Councillor

Cllr Edward Heron (HCC) was not present.

Cllr Mrs Andrews (NFDC) reported:

- Netley Marsh Parish is presently divided into North and South and they have requested to become one parish. Consultations will proceed with parishioners but it is thought to be a sensible move.
- Safer New Forest met today to discuss ongoing work on the four main categories:-
  - Children at Risk
  - Modern slavery and human trafficking
  - Drug related harm
  - Domestic Abuse

NFDC to organise and host a conference in November for professionals and agencies covering those subjects.

- NFDC Local Plan to come to cabinet on 6th June followed immediately by a special council. This has been four years of work. There will follow 6 weeks of consultation before it is submitted for examination by the Planning Inspectorate.

Cllr Taylor raised the issue of household refuse collection – advice in CDA leaflet is at odds with NFDC refuse collection practice where all recycling sacks left in piles.

Wheelie bins should not be used – too deep and narrow so can cause back damage to the refuse collectors. Include this in Minstead Mail with link to NFDC policy statement.

**8. Report from Lengthsman**

During May he worked on Footpaths 4, 5 and Footway opposite Old Court House: he strimmed grass, cut back hedges/whips and cleared cuttings.

He will do Footpath 9 next.

**9. Reports from Parish Representatives**

- Footpaths - ask Lengthsman to cut back holly overgrowing on FP5; also to look at damaged FP sign on School Lane.
- Cllrs Taylor and Bennett attended recent HCC Parish Event. Clerk to request slides shown.
- NE Quadrant – varied matters discussed; another information session coming up on non-native plants. Next Quadrant meeting will be in Minstead in September – Cllr Taylor to book meeting room.
- Lyndhurst and Minstead Traffic Management Working Party – information on current situation regarding Mill Lane traffic has been distributed to residents in the immediate area. Cllr Taylor has requested dates for new signage and traffic survey; he will circulate information when received.
- Communications – summer issue of Minstead Mail circulated in draft for comment.
- Hall Management Committee - has new secretary but lost three committee members.

**10. Planning**

**New Planning Applications**

**18/00354** Willow Green. Single-storey rear extension; raised terrace; demolish existing conservatory. **Comment No 3 because we agree with Planning Officers’ comments.**

**18/00226** Land of Thistledown Farm. Manege; drainage network and soakaway. **Parish Briefing not yet available. Discussion postponed to next meeting.**

**Trees**

**CONS/0437** Park Farm Cottage. Fell 1 x Willow.

**CONS/0438** Little Paddock. Fell 1 x Cedar.

**There were no comments on these applications.**

**11. Correspondence**

Emails circulated

HALC: Updates on GDPR and Data Protection Bill. **Cllr Ferguson to update Minstead PC’s Privacy Policy.**

To Read

*Clerks & Councils Direct (May 2018), Local councils Update (May 2018).*

**12. Finance**

- Receipts & Payments for May 2018:

|  | £   | £                    | £                |
|--|-----|----------------------|------------------|
|  | Net | VAT<br>(recoverable) |                  |
| <b>Balance at 30 April 2018</b>              |     |                      | <b>10,961.65</b> |
| <b>Receipts:</b>                             |     |                      |                  |
| HMRC: VAT repayment                          |     |                      | <b>306.22</b>    |
| <b>Standing Order/Direct Debit payments:</b> |     |                      |                  |

|   |               |  |                  |
|---|---------------|--|------------------|
| SOs: Salaries and expenses  | 470.08        |  | 470.08           |
| <b>Debit card payment:</b>  |               |  |                  |
|   |               |  |                  |
| <b>Cheques to pay:</b>  |               |  |                  |
| W G Andrews: Chairman's Allowance   | 235.00        |  | 235.00           |
| W G Andrews: Reimburse payment for PC laptop repair                               | 280.40        |  | 280.40           |
| <b>Total payments for May</b>   | <b>985.48</b> |  | <b>985.48</b>    |
| <b>Balance after payments<br/>(This balance is in addition to £6,000 reserve)</b> |               |  | <b>10,282.39</b> |

Payments proposed by Cllr Ferguson, seconded by Cllr Cattell and agreed by all.

**13. Insurance renewal**

Renewed 1 June. Clerk to contact Came & Company re slight adjustments to assets value.

**14. Annual review of Council regulatory documents**

These had all been reviewed, revised where appropriate and copies circulated. Updated documents were approved.

**15. Matters raised by Councillors**

- Facebook - being used by residents to report/discuss parish matters.
- Broadband – no progress with Wave 2 and no response to numerous phone calls/emails. Cllr Taylor to draft letter from parish council to Openreach, copied to Mel Kendall.
- Enforcement – noted changed format of Enforcement list. Also an additional property in Minstead listed with an agricultural occupancy condition.
- HCC is reviewing concessionary transport.
- Updated list of Police contacts required. Cllr Ferguson to ask.

**16. Date of next Ordinary Meeting: 2 July 2018 at 19.30**

Meeting ended 21.17